

PROFESSIONAL ENGINEER APPLICATION INSTRUCTIONS

The following instructions have been prepared to assist you in completing your application for registration. Proper attention to details will avoid delays in processing and will help expedite its final acceptance. Failure to completely and properly fill out your form will not only cause delays, but may result in a determination that you are ineligible for licensure. The completed application form and required fees should be sent to the Board's address as shown below. Make checks and money orders payable to the **Washington State Treasurer**.

PLEASE NOTE: Applications received without payment cannot be processed, will not be considered a timely submission, and will be returned to the applicant.

WHO SHOULD USE THIS APPLICATION

Applicants for engineering license by examination

Engineers applying for licensure by comity

Engineers applying for licensure in structural engineering

HOW TO REACH THE BOARD

Send Application & fee to: Board of Registration
P.O. Box 9048
Olympia, WA 98507-9048

Send supporting documents to: Board of Registration
P.O. Box 9025
Olympia, WA 98507-9025

Web site: <http://www.dol.wa.gov/engineers/engfront.htm>
E-mail: engineers@dol.wa.gov
Telephone: (360) 664-1575
Fax: (360) 664-2551

APPLICATION DEADLINES

Application forms and appropriate fees must be submitted to the board offices or postmarked **no later than four (4) months** prior to the date of scheduled examinations.

All Supporting materials, such as verifications and transcripts, must be submitted to the Board or postmarked **no later than three (3) months** prior to the date of scheduled examinations.

BASIC REQUIREMENTS

Washington Law and Administrative Code requires a minimum of eight years of approved engineering experience (*which includes appropriate education*) to qualify for licensure (*refer to RCW 18.43.020, RCW 18.43.040 and WAC 196-12-020 for specific details*).

Up to five years of this experience may be gained through education. To be granted the fifth year, a postgraduate degree in engineering must be obtained from a school that has an undergraduate program in engineering accredited by Accreditation Board for Engineering & Technology (ABET, Inc).

An official transcript from your school(s) is required to confirm any education you wish to have credited towards your experience requirement. **Photocopies are not acceptable.**

After evaluation of the application and documentation, you will be advised in writing whether: Your application is complete; you have been approved for the examination; or if additional information is required. If your application is complete and you have been approved for the examination, you will receive a letter that contains information necessary for you to schedule your examination with the National Council of Examiners for Engineering and Surveying (NCEES).

Applicants for examination must take and pass a Law & Ethics exam before a license will be issued. The Board will send you the exam after your application is approved. Comity applicants will receive their exam upon receipt of the Application.

APPLICANTS WITH FOREIGN DEGREES

Applicants for licensure based upon completion of a foreign degree program will be granted the following educational experience:

Up to four (4) years of experience:

1. A degree from an **approved** program from a country that is a participant in the Washington Accord, or
2. A degree from a country in which the degree program has been evaluated and **approved** by ABET, Inc. as equivalent to the corresponding standard for U.S. engineering programs, or
3. You have a degree that is not approved under either items 1 or 2, but have completed a graduate degree in engineering from a university in the United States that has a corresponding ABET, Inc. accredited undergraduate degree in the same field of engineering, or
4. You have a foreign degree evaluated by Engineering Credentials Evaluation International (ECEI) and the evaluation report indicates your degree is deemed equivalent to an ABET, Inc. accredited degree.

Up to three (3) years of experience:

1. Your degree does not fall into one of the approved conditions above, but you have provided an English language version of your transcript with your application.

EXAMINATION AND EXPERIENCE VERIFICATIONS

If you passed the Fundamentals of Engineering exam at a location other than Washington, the exam must be verified. To do that, complete the LICENSE/EXAMINATION VERIFICATION form (*included in this application*) and send it to the registration board where you took the exam.

EXPERIENCE DESCRIPTION/VERIFICATION forms are for you to describe your engineering experience and to have that experience verified. Experience must be gained under the supervision of a licensed professional engineer and verified by that engineer unless you are working in an exempted position, such as federal service or an exempt corporation (*RCW 18.43.130*).

If you have ten years or less of engineering experience, it must all be verified. If you have more than ten years of engineering experience, at least the most recent ten years of that experience must be verified. Employment periods of less than one month do not have to be verified.

After you have completed the applicant's portion of the verification form, send it to your supervisor. The supervisor completes his/her portion of the form and returns it directly to the Board's office. *If it is absolutely impossible to have some of your experience verified, it is imperative that you provide a written explanation of the circumstances for the Board's information. This experience cannot be counted but your application will not be held up pending receipt of the verification form.*

PLEASE NOTE: The required experience must be completed sixty days before the date of an exam to be eligible for that exam (WAC 196-12-020).

COMITY APPLICANTS

To qualify for a Washington license by comity you will need to provide documentation that you have met or exceeded all the requirements set forth for an original license by examination. This documentation will include verification of PE status and examinations, verification of EIT examination, and experience. If you are having your NCEES engineering record* sent to this Board to apply for comity, only pages 3 and 4 of the application must be completed. Your NCEES record will supply all required information.

**The NCEES engineering record is a service provided by NCEES that contains a record of education, experience, references, exam results and license status. It is not a copy of your application information from the original state where you obtained licensure.*

You are required to have a current registration, and you must provide state board verification that you have taken and passed NCEES examinations on the Fundamentals of Engineering and the Principle and Practice Engineer's exam. If you are/were self-employed while a licensed PE, refer to the SELF-EMPLOYMENT VERIFICATION form (*page 10*). This form is for you to copy and distribute to the professional engineers of your choice. A total of three professional engineers, personally knowledgeable about your work, must each complete one of these forms and return it to the Board's office.

STRUCTURAL ENGINEERING APPLICANTS

Structural Engineering is recognized as a specialized branch of professional engineering. To obtain a license in structural engineering, you must be a licensed engineer in this state and have at least two years of progressive responsibility in structural engineering experience, in addition to the eight years of engineering experience required to be registered as a professional engineer. The structural experience must be supervised by a licensed engineer in the branch of structural engineering, or a licensed engineer with significant structural engineering work experience.

Comity applicants for structural engineering cannot be approved unless they have passed structural examinations deemed by the Board to be **equivalent** to the structural examinations administered in Washington.



APPLICATION FOR REGISTRATION AS A

PROFESSIONAL ENGINEER

☐ Examination ☐ Comity ☐ Structural

Please type or print clearly in dark ink

Your wall certificate will have the same name you list on this application (they will appear in the proper order).

FOR VALIDATION ONLY

Make remittance payable to: State Treasurer
Send this application with your remittance to:
PO Box 9048
Olympia, WA 98507-9048

APPLICANT'S NAME (Last, first, middle)				MAIDEN NAME (If any – will not appear on certificate)	
BIRTHDATE		SOCIAL SECURITY NO. (Required per RCW26.23.150)		GENDER <input type="checkbox"/> Female <input type="checkbox"/> Male	
BRANCH OF ENGINEERING IN WHICH LICENSURE IS DESIRED		EXAM LOCATION PREFERENCE <input type="checkbox"/> Eastern Washington <input type="checkbox"/> Western Washington			
Do you intend to:					
Start an engineering corporation?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Open a branch office for an out-of-state corporation?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Work in Washington for an out-of-state corporation?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
MAILING ADDRESS		CITY	STATE	ZIP	COUNTY
PRESENT POSITION		BUSINESS NAME			
BUSINESS LOCATION ADDRESS		CITY	STATE	ZIP	COUNTY
BUSINESS TELEPHONE NO. ()		E-MAIL ADDRESS		RESIDENCE TELEPHONE NO. ()	
Has any court or licensing jurisdiction taken action against you for your practice in Engineering or Land Surveying? If yes, please attach explanation on additional sheet.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of, pled guilty to, or entered a plea of <i>nolo contendere</i> to any criminal offense?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you having an NCEES experience record sent (see page 2)?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you requesting to waive the EIT exam (reference WAC196-12-050)?				<input type="checkbox"/> Yes <input type="checkbox"/> No	

APPLICANT'S NAME:



EDUCATIONAL BACKGROUND

NAME AND LOCATION OF COLLEGES, UNIVERSITIES, TECHNICAL SCHOOLS	DATES OF ATTENDANCE		CURRICULUM	DEGREE/DATE
	FROM	TO		

PREVIOUS AND CURRENT REGISTRATION

Have you previously filed an application with this office? ☐ Yes ☐ No

If yes: ☐ EIT ☐ PE ☐ PLS Date Applied: _____ Cert. No. _____

☐ Written EIT exam in state of _____ ☐ Written PE exam in state of _____

☐ Written SE exam in state of _____

Number(s) and date(s) of original certificate(s): PE No. _____ State _____ Date _____

EIT No. _____ State _____ Date _____

PLS No. _____ State _____ Date _____

SE No. _____ State _____ Date _____

Is certificate now in force in original state? ☐ Yes ☐ No If not, why? _____

ENGINEER REFERENCES – Give names and addresses of five references (*not relatives*), at least three of which shall be registered professional engineers, having personal knowledge of your character and professional reputation.

NAME	POSITION	ADDRESS/CITY/STATE	CERTIFICATE NO.
1.			
2.			
3.			
4.			
5.			

CERTIFICATION

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signature X _____ Date _____

Please list all of your employers/events below beginning with the most recent. This list is to encompass the entire time from leaving college (if applicable) or beginning your engineering career to the present time. Those periods while in school, unemployed, or non-engineering work must also be included. If not verifying an event, indicate "NO".

[illegible]



PROFESSIONAL ENGINEERING EXPERIENCE AND VERIFICATION

Forms may be photocopied for additional events

Instructions for Applicant

After completing the work experience descriptions on the following pages, send the work experience descriptions and this form to the person verifying your engineering experience for that period of time. Additional sheets may be attached, if needed, but please identify the categories (A-H) you are describing.

Work Experience Information - to be completed by applicant

Applicant's Name _____

PE Event No. (from page 5) _____ Branch Applying For: _____

Employed by _____

Job Title _____ Employed From _____ to _____ Average Hrs. per Week _____

Supervisor's Name and Title _____

Supervisor's Business Address _____

City _____ State _____ Zip _____ Telephone No. (____) _____

Who is required to verify an applicant's experience?

- In most cases, experience is to be gained under the direct supervision of a professional engineer.
- An exemption is in law for those applicants working in the **manufacturing industry**. Experience is not required to be gained **under** the supervision of a professional engineer, but there does need to be a PE employed by the firm. If this is the case, please indicate the name and license number of the PE at the time of your employment. Your direct supervisor would do the actual verifying.

Name and License No. of the PE _____

- If employed by the Federal Government, it is not required that an applicant be gaining experience under a professional engineer. The experience **does need** to be verified by the direct supervisor.

Instructions for Applicant's Experience Verifier

Once completed, return this form and the attached work experience descriptions directly to the Board at :

**Washington State Board of Registration for
Professional Engineers and Land Surveyors
P.O. Box 9025
Olympia, WA 98507-9025**

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-1575 or TTY (360)664-8885.

Work Experience Information - to be completed by experience verifier



Your name _____

If you are not the applicant's supervisor for this event, please explain your working relationship to the applicant, and the basis upon how you are able to provide this verification

If you are not a **licensed** professional engineer, under what authority are you verifying experience?

(federal agency, exempt corporation, etc.) _____

Number of years of engineering experience you have: _____

Do you feel qualified and prepared to verify the experience in the categories A through H listed below? ☐ Yes ☐ No

Do you agree with the applicant's employment time and hours worked? ☐ Yes ☐ No

Do you agree with the applicant's description of work/duties? ☐ Yes ☐ No

If no, please explain:

During this employment time, how long has the applicant been in a position of making engineering judgments and decisions? _____ years/ months

Please check the **categories** listed below in which you believe the applicant is competent and prepared to be examined for admission to the profession.

A. Formulating conclusions and recommendations _____

B. Identifying design and/or project objectives _____

C. Identifying possible alternative methods and concepts _____

D. Defining performance specifications and functional requirements _____

E. Solving engineering problems _____

F. Interacting with professionals from other areas of practice _____

G. Effectively communicating recommendations and conclusions _____

H. Demonstrating an understanding and concern for energy/environmental considerations, and sustainability of resources _____

RCW 18.43.040 states that no person shall be eligible for registration as a professional engineer, who is not of good character and reputation. If you have any belief that this applicant does not satisfy this requirement, please explain:

Would you recommend this applicant for licensure if requirements are met? ☐ Yes ☐ No

X

Signature

Date

License No.

State

Note: If you are verifying structural experience for this applicant, please answer the following:

1. I am licensed as a structural engineer by passing a structural exam. ☐ Yes ☐ No

2. If no, I am a professional engineer with _____ years of structural experience.



Work Experience Descriptions – to be completed by applicant

Instructions – WAC 196-12 requires eight (8) years of broad based, progressive experience in engineering work under the direct supervision of a person authorized by Chapter 18.43 RCW, or other applicable statute to practice engineering, of which a minimum of four (4) years shall be in a position of making independent judgements and decisions under the general guidance and direct supervision of an authorized professional. This experience is broken down into eight categories (A-H) for each event. When describing your experience for each event and applicable category, be specific about your contribution to engineering projects. Avoid terms like "participated in", "involved with", or similar generalities. State your exact duties. One detailed example for each applicable category will be adequate.

General Job Descriptions

For this event, describe your experience in:

- A. Formulating conclusions and recommendations.
- B. Identifying design and/or project objectives.
- C. Identifying possible alternative methods and concepts.



General Job Descriptions – continued

For this event, describe your experience in:

D. Defining performance specifications and functional requirements.

E. Solving engineering problems.

F. Interacting with professionals from other areas of practice.

G. Effectively communicating recommendations and conclusions.

H. Demonstrating an understanding and concern for energy/environmental considerations and sustainability of resources.

SELF-EMPLOYMENT VERIFICATION ENGINEER REFERENCE

This portion to be completed by applicant.

Applicant's Name: _____

Business Name: _____

Dates of Employment Being Verified: _____

This portion to be completed by the individual verifying this experience.

1. How long have you known the applicant? _____
2. What is your business relationship to the applicant? _____
3. In your opinion, does he/she possess adequate engineering knowledge? _____
4. To your knowledge, how many years has the applicant been engaged in professional engineering work? _____
5. To your knowledge, how long has the applicant been self-employed while licensed as a professional engineer? _____
6. Has the applicant's experience been of a satisfactory grade and character? _____
7. Statement regarding the applicant's ability, character, and reputation: _____

Please type or print

Name of Verifier: _____

Verifier's Engineering Registration: Reg. No: _____

Year: _____ State: _____

Name of Verifier's Firm: _____

Address: _____

Signature: **X** _____

Position in Firm: _____

Date: _____

IMPORTANT NOTICE TO ALL APPLICANTS
INSTRUCTIONS FOR COMPLETING
LICENSE/EXAMINATION VERIFICATION

You must have an examination verified if:

You are applying for licensure (engineer or land surveyor) based on comity (interstate registration) from another state or jurisdiction.

You are applying for licensure as a professional engineer by examination and you passed the fundamentals of engineering (EIT) in another state or jurisdiction.

You are applying for licensure as a professional land surveyor by examination and you passed the fundamentals of land surveying (LSIT) in another state or jurisdiction.

APPLICANT INSTRUCTIONS

Verification of licensure and/or examination in another state or jurisdiction is a very important part of the application evaluation procedure. In an effort to streamline the application process and provide more timely service to the applicant, we ask your assistance in verifying your license and/or exams in another state. Please follow the instructions listed below in completing the attached License/Examination Verification form (*page 12*).

Complete Part 1 (Applicant data) portion of the form. Please type or print clearly. Mail the completed form to the Board Office of the state/jurisdiction of original licensure. This is the state/jurisdiction in which you were originally licensed (professional engineer or professional land surveyor) by examination. Some boards require payment of a fee for licensure or examination verification. Payment of the required fee is your responsibility as the applicant.

If you are seeking verification of the successful completion of the fundamentals of engineering (EIT) examination, send the form to the state board in which your exam was administered.

If your most recent state/jurisdiction of residence and practice is different from the state/jurisdiction of original licensure, you also need to mail a completed copy of this verification form to the Board Office of the recent state/jurisdiction.



LICENSE/EXAMINATION VERIFICATION

State Board to whom you are sending this form _____

PART 1: To be completed by applicant and forwarded to the out-of-state board(s).

APPLICANT DATA

Name _____	<small>LAST</small>	<small>FIRST</small>	<small>MIDDLE</small>
Address _____			

Birthdate _____		Social Security No. _____	

Applicant — Please request that all exam and/or comity registrations relative to this State Board be verified. Provide the Board with the applicable certificate numbers on below list.

PE Cert. No. _____	LS Cert. No. _____
EIT Cert. No. _____	LSIT Cert. No. _____
SE Cert. No. _____	

PART 2: LICENSING BOARD TO COMPLETE and forward this form to:

Washington State Board at the address shown above, or send an e-mail with the information requested to the Washington Board at: npham@dol.wa.gov.

I. The above named person is/was registered as:

	Cert. No.	Date Issued	Expiration Date
_____ Professional Engineer	_____	_____	_____
_____ Engineer-in-Training	_____	_____	_____
_____ Structural Engineer	_____	_____	_____
_____ Land Surveyor	_____	_____	_____
_____ Land Surveyor-in-Training	_____	_____	_____

II. Basis of Registration:



____ Written Examination

	Hours	NCEES	State Board	Other (explain)
FE	_____	_____	_____	_____
PE	_____	_____	_____	_____
SE	_____	_____	_____	_____
FLS	_____	_____	_____	_____
PLS	_____	_____	_____	_____

Examination Option: (Discipline) _____

EIT/LSIT Accepted From _____

Comity With 1) _____

2) _____

Other, please give full details below.

III. Has the state Board taken formal disciplinary action against this individual? ☐ Yes ☐ No

If the answer to this question is yes, please provide details on an attached sheet.

Person Completing This Form

Name _____

(BOARD SEAL)

Title _____

Date _____

State/Jurisdiction _____

DO NOT RETURN ORIGINAL TO APPLICANT – PLEASE MAIL COMPLETED FORM TO:

**Washington State Board of Registration for
Professional Engineers and Land Surveyors
P.O. Box 9025
Olympia, WA 98507-9025**